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6 June 1969

For: 

1. As you requested, attached is the General Records Schedule upon which I base my review and approval of Officer's Records Control Schedules.

2. In the event an Agency file is not reflected in the Federal Government's General Schedule I submit to the Archivist a special request to establish a disposal schedule for that Agency file. Since April 1945 the Agency has made some 120 such separate requests for approval to dispose of government records in the Agency. Attached for your information is a copy of the first and of the most recent Agency special disposal requests and the subsequent Congressional approvals.

3. Also for your information on the subject of Records Disposal, I am attaching the literature the Central Records Management Staff has issued Agencywide to provide standards and guidance for creating office disposal schedules and procedures for retiring records to the Agency Records Center. These instructions include:

Guide for Records Retirement	1966
Records Administration Program (Page 7)	1965
How to Retire Records	1964
The Agency Records Center	1962
Instructions for Using Form 139	1955
Records Disposition	1955

Many meetings and much direct correspondence supplemented this and other literature.

4. In addition we use and distribute Agency related guidance on Records Disposal published by National Archives such as:

Federal Records Centers	1967
Applying Records Schedules	1956

5. Finally, a copy of section 101-11.4 on Records Disposal from the Federal Property Management Regulations covers the General Schedule and related procedures for records and Records Centers whether they are Federal or Agency operated (Page 1127). The index of these Regulations is included to show the several other parts of the Federal Records Program that impact upon records disposition.

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CIA Records Administration Officer

12 Attachments: as stated

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